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The on-screen version of the Collider-Accelerator Department Procedure is the Official Version.
Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ
Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

9.7 C-A Series 0, 225 and 256 Key Control

Text Pages 2 through 3

Hand Processed Changes

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Approved: _____ ***Signature on File*** _____
Collider-Accelerator Department Chairman Date

R. Karol

9.7 C-A Series 0, 225 and 256 Key Control

1. Purpose

This procedure describes Collider-Accelerator Departmental policy for control of series 0, 225 and 256 keys issued by the ESHQ Division, C-A Facilities Support, and the RHIC/AGS Users Center.

2. Responsibilities

- 2.1 Series 225 keys are issued by C-A Facilities Support for several High Radiation Areas in Building 912, where the residual dose rate may exceed 1 rem/hour. The FS Representative is responsible to control issuance of these keys and periodically inventory them.
- 2.2 The C-A ESHQ Division Training Office, and the RHIC/AGS Users Center, are responsible for controlling issuance of series 0 and 256 keys for locked primary beam areas. The C-A ESHQ Division provides these keys to the RHIC/AGS Users Center.
- 2.3 Logbooks (or equivalent), shall be maintained by the issuing locations described above. The logbook should contain individual's name and life number, date of key issuance, key series, and key number as a minimum.
- 2.4 Individuals who have series 0, 225 and 256 keys issued to them are responsible to safely keep the keys in their possession, never loan the keys to any other individuals, maintain their training up-to-date, or return the key to the issuing organization, if their training is lapsed or they no longer require use of the keys.

3. Prerequisites

- 3.1 Individuals may be issued series 0, 225, or 256 keys, if they have current Radworker-1 and C-A Access, or C-A Fixed Target Training.
- 3.2 If a series 225 key is issued for an area that has contamination, such as a target gate, they must have current Contamination Worker Training.

4. Precautions

- 4.1 Violations of radiation work permits (RWPs), and/or C-A access procedures, may occur if keys are not returned immediately after a worker's radworker qualifications have expired.

4.2 Issuance of keys should be minimized when possible.

5. Procedures

5.1 The issuer of a series 0, 225 or 256 key shall verify that the person needing the key has current training as listed in Section 3, Prerequisites. Use the Brookhaven Training Management System (BTMS) web page for this verification.

5.2 The issuer shall log the key to be issued into the appropriate key log. The log shall contain the individuals name and life number, date of key issuance, key series, and key number as a minimum.

5.3 All Series 225 keys shall be inventoried by the FS Group, at least quarterly, to verify that the key locations are known.

5.4 Biannually, the C-A QA Group shall validate the Series 0 and 256 key databases maintained by the C-A ESHQ Training Office and the RHIC/AGS Users Center.

5.5 If more than 10% of one key series is lost or not verified, C-A Management shall be notified, and the BNL locksmith shall be called by the ESHQ Division Head, or designee, to rekey the locks with the next grouping of the affected series. This shall be followed up with reissuance of the affected series of key.

6. Documentation

6.1 Logbooks (or equivalent) of issued/returned keys.

6.2 Records of inventory checks of keys.

7. References

7.1 BNL Radiological Control Manual

8. Attachments

None